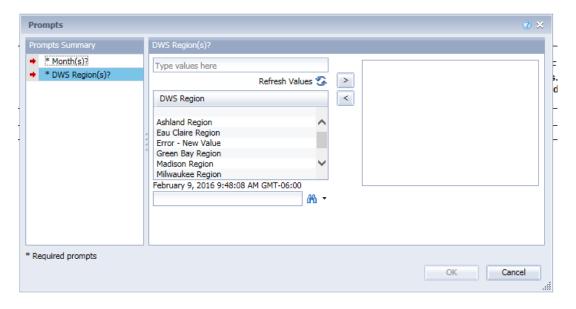The documents for the W-2 Systems Subcommittee Meeting agenda items #6 (WPR Activities - Review of how worked hours are calculated) and #7 (Modifications to W2 #28 W-2 Participants Individual Clocks Report for Regions – Listing) have PIN and Case numbers on them. The document for #7 will be emailed out separately. The document for #9 is a WebI report so please be sure to run the report with your own data prior to the meeting. What follows is a brief summary of how those documents will be used in the meeting.

The document for Agenda item #6 is a spreadsheet describing how average weekly participation hours are calculated. There are ten scenarios, and I have allotted 25 minutes to cover the first of these scenarios. I would like to have a longer training session where we cover more than just one scenario. Based on what you learn from this one scenario, I would like you to give me the names of staff you think should attend an extended training session. I would like the names by the close of business on March 4th so we can set the training up. We do not yet have a date set for the training, but your folks can attend remotely.

The document for Agenda Item #7 is the *W2 #28 W-2 Participants Individual Clocks Report for Regions – Listing* report in WebI. I want you to actually run it in WebI for yourself before the meeting so you can look at the data in the report, as well as how the report works. It can be found in the DCF | Wisdom | Employment Programs | W-2 | W-2 Participant folder. I have had a request to add FEP ID to the report, and we are adding new clock data for TEMP as well, but I would like YOUR feedback as to any other changes we should make to this report. The prompts for this report are Months and DWS Region:

The new version of this report will be published next month, and this is your chance to give your input for more changes. For example: do the prompts work for you? What other data would be helpful with the clock data? Please take a look at this report in WebI itself (or have your Quality Assurance (QA) folks take a look) before the meeting to gather your feedback. Make sure you look at both tabs. This discussion is the last agenda item for the meeting, so we will likely be pressed for time. If we do not have time to cover this, we will discuss other ways to get your feedback to me.